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**Residency  
Requirements**

An applicant to the Nebraska WIC Program must meet the following:

- Is currently residing within the borders of the State of Nebraska.
- Can show proof of their residency.
- Is currently an in-stream migrant farmworker working or seeking work in the state of Nebraska. For additional information on services for migrants, see Volume I, Section L.
- Does not have to be a U.S. citizen.

There is no “length of residency” requirement for participation in the WIC Program.

An applicant may participate in WIC at any agency or clinic they deem appropriate or convenient. Example: The applicant lives in one town with a clinic, but works, shops and sees the doctor in another town with a clinic. They prefer to attend the clinic in the community where they work and shop.

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**Documentation  
of Residency**

All applicants to the WIC Program must show documentation, “proof” of residency at the initial visit and each subsequent certification visit after that. The item used as proof must contain the applicant’s name and address.

Documentation of residency which applicants may use at initial certification, recertification and first time transfers includes:

- Current utility bills
- Rent or mortgage receipts for lodging/housing
- Other mail sent to current address
- Notice of Action

Documentation of residency at voucher pickup is not required.

Documentation of residency for clients transferring from another WIC agency within Nebraska or from outside Nebraska includes:

- Current utility bills
- Rent or mortgage receipts
- Other mail sent to current address
- Notice of Action

Note: VOC information does not prove residency.

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**Applicants  
Who Receive  
All Mail at a  
P.O. Box**

Applicants who live in rural areas or small towns where the post office requires the use of **only** a post office box number on all mail for it to be delivered may use the following as proof of residency:

- Rent or mortgage receipts
- Utility or cable bills with the physical address
- Property tax statements/receipts
- Completed No Proof Form
- A map drawn that shows the location where they live

All other applicants who have their mail delivered to a post office box must show proof of the physical address where they live such as:

- Rent or mortgage receipts
- Utility or cable bills with the physical address
- Property tax statements/receipts

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**Documenting  
Proof of  
Residency in  
Applicant's File**

The fact that proof of residency was seen by WIC staff must be documented on the WIC Signature Form for each applicant at each certification visit.

The type of proof provided, staff initials and date seen must all be completed in the appropriate area of the Signature Form. See Volume I, Section B of the procedure manual for more information regarding completion of the Signature Form.

The applicant's street and city address is to be recorded in the address fields of the computer screens for each person applying for WIC.

If the applicant meets the homeless definition and does not have a permanent residence, use a place where the individual may be found (i.e., shelter, friend's house).

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**No Proof of  
Residency Due  
To Unavoidable  
Circumstances**

Applicants who are unable to provide proof of residency due to unavoidable circumstances are to complete a "No Proof" form which attests to their residency in the State of Nebraska.

Circumstances where this form may be used are:

- Victim of theft, fire or disaster
- Homeless individual
- Migrant
- Transfer with no permanent address
- Person(s) living with another family or parents

The form and instructions for completing are found as a separate procedure in this section of the procedure manual.